



SIGN UP SHEET FOR NEW VOLUNTEERS

In From the Cold (IFTC) Ministry
Saturday November 10, 2018 - March 30, 2019



Name (print) _____

(Note: High school students can count their time towards their volunteer hours.)

E-mail address: _____

Phone/cell number: _____

How did you find out about IFTC? (optional): _____

This ministry relies on your commitment to serve. If you become unavailable for a scheduled shift, we ask that you try and find a replacement and contact the volunteer coordinator (e-mail: iftc@parkdaleunitedchurch.ca) by Thursday night. Once scheduled for a shift, it is expected that you will arrive on time and stay until the work is completed. After you arrive, roles may be re-assigned by the shift coordinator to adapt to unforeseen circumstances. In this case, please inform the shift coordinator of any limitations.

By signing below, I consent for the sharing of my contact information with others involved in this ministry for purposes relating only to this ministry.

Signature Date

Name & signature of parent/guardian for those under 16 years of age Date

Once you have completed this form, please:

- email your completed form to: iftc@parkdaleunitedchurch.ca or
- mail/drop off at the church office:
Parkdale United Church
429 Parkdale Avenue, Ottawa,
ON, K1Y 1H3

613-728-8656 (phone); 613-728-9686 (fax)

PLEASE ENSURE THAT YOU ARRIVE 10 MINUTES PRIOR TO YOUR SHIFT
THANK YOU FOR YOUR INTEREST IN THE IFTC MINISTRY!

Please indicate which duties/shifts you would be willing and comfortable performing and we will do our best to schedule you according to your preferences. (Check all that apply, and your 1st, 2nd and 3rd choices)

| Shift duty and description | Shift time | Yes I am interested! |
|---|--------------------------------|----------------------|
| Set up - set up tables and chairs, set tables, put signs up outside | 10:45-12:30 | |
| Door bell -let volunteers into church | 10:30- 12:30 | |
| | 12:30 – 2:00 | |
| Food preparation - assist chef with preparation, cooking and assembly of the various courses (salad, soup, main dish, dessert) | Noon – 4:00 | |
| Lift Operator – operating the wheel chair lift to enable guests access to/from hall | 1:45-5:00 | |
| Hosting and sandwich preparation – prepare bagels and sandwiches, socialize with guests | 1:30 – 3:30 | |
| Shift Coordinators - oversee all of the above, orient volunteers, socialize with guests, ensure building is secure at the end of the evening | 1:15- 3:45 | |
| | 3:30 - 6:00 | |
| Volunteer Check-in - Greet and register volunteers. Around 5pm, distribute take-out food to guests | 1:15-3:30 | |
| | 3:15 - 5:45 | |
| Beverage Table - serve beverages and snacks to guests, and for the later shift, assist with clean-up | 1:45 to 4:00 | |
| | 3:45 - 6:00 | |
| Guest Registration – Greet and register guests as they arrive/leave | 1:45- 4:00 | |
| | 3:45- 6:00 | |
| Guest Door Security – Ensure security of guests coming in/out of church and assist with guest walkers and carts. | 1:45 - 4:00 | |
| | 3:45- 6:00 | |
| Backdoor Security - Ensure unauthorized personnel do not enter restricted areas off kitchen area | 1:45- 3:45 | |
| | 3:45-6:00 | |
| Food Plater / Kitchen clean up – putting meals on plates; washing dishes; putting dishes away and cleaning kitchen | 3:30- 6:00 | |
| Serving guests and clean up - serve guests at tables, clear tables & scrape plates, put away tables, chairs, supplies, clean up. (Please note that this shift is most often filled by our groups of volunteers). | 2:45 - 6:00 | |
| Clean up Anchor – assist with and oversee clean-up | 4:45-6:30 | |
| Laundry - Take home soiled T-Shirts and tea towels to wash; drop off clean laundry by Wednesday. | Can be done anytime | |
| Ottawa Food Bank – IFTC volunteers help the central Ottawa Food Bank one or two mornings a week for approximately 2 hours. IFTC food items are chosen at this time. | Mon. – Thurs. mornings | |
| Groceries - Pick up food items at local merchants (commitment of 1-3 hours each week for November - December and/or January-March) | Wednesday, Friday or Saturdays | |
| Drop off left overs at St. Luke's and return containers to Parkdale United Church | Monday mornings | |
| Administration: work at home to communicate with volunteers via email to support volunteer scheduling. (Need to be comfortable using e-mail and Excel documents). | Flexible | |

Do you have any limitations or restrictions that limit your participation in some shifts? If so, please indicate:

How often each month would you like to volunteer? _____

Please indicate shift which you would NOT like to be scheduled: _____

Please indicate dates you are NOT available: _____